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ABSTRACT

The State of Pennsylvania Act 102 establishes a system of 29 intermediate units, creates intermediate unit boards of directors, spells out their duties and functions, and provides a system of financing their operations. This handbook has been prepared by the Pennsylvania Department of Education to provide intermediate unit boards of directors, staffs, and school administrators and directors with guidelines and statements pertinent to the establishment and early operation of the intermediate units. (Author)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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# Establishing the Intermediate Unit

EA 003 307

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1970

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## Foreword

Act 102, approved by the Governor May 4, 1970, establishes a system of 29 intermediate units, creates intermediate unit boards of directors, spells out their duties and functions, and provides a system of financing their operations.

A companion act, Act 192, approved by the Governor January 14, 1970, dissolves the offices of the county superintendent of schools and the county board of school directors, transfering the powers and duties of such officers to the intermediate unit. The act further provides for the elimination of the office of supervising principal and creates the office of district superintendent in every school district of the Commonwealth in which a supervising principal formerly served.

This handbook has been prepared by staff as a means of bringing to intermediate unit boards of directors, intermediate unit staff, school administrators and school directors, a set of guidelines and statements pertinent to the establishment and early operation of the intermediate units.

It is not the intention of the publication to spell out all details and directions, but is intended as a handy reference for use during this important planning stage.

Intermediate unit board members and staff members are encouraged to contact Department of Education staff, in the several program areas, for assistance and/or interpretations during the implementation period.

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## Definition of the Intermediate Unit

The intermediate unit is that echelon of a three-echelon state education system (school district, intermediate unit, and state education department), which provides consultative, advisory or education program services to school districts. The responsibility for administration, supervision and program operation belongs to school districts. The intermediate unit provides ancillary services necessary to improve the state system of education.

# ESTABLISHING THE INTERMEDIATE UNIT

"Each school district of the Commonwealth shall be assigned to an intermediate unit, and shall be entitled to the services of an intermediate unit in accordance with a program of services adopted by the intermediate unit board of directors. . . and shall become operative on July 1, 1971."

## INTERMEDIATE UNIT PLANNING COMMITTEE

Section 910-A (c) of Act 102 provides that the 13 directors selected to the intermediate unit board of directors at the initial convention shall be and shall serve as the intermediate unit planning committee from the date of the initial convention until the date of establishment of the intermediate unit on July 1, 1971.

## DUTIES AND POWERS OF THE PLANNING COMMITTEE

Immediately upon being elected at the initial convention, the 13 directors shall become and shall function, until June 30, 1971, as the planning committee for the intermediate unit. The powers and duties of the planning committee are:

1. Organize by electing a president, vice-president, a secretary and a treasurer for the planning committee, for terms expiring June 30, 1971.

2. Fill vacancies that might occur on the planning committee.

3. Appoint an executive director-elect who may thereafter serve with the planning committee as its executive officer.

4. Prepare, adopt and advertise the budget for the 1971-1972 year of operation of the intermediate unit.

5. Develop and adopt the program of services to be offered during the 1971-1972 year of operation. This program shall include the essential services formerly provided by the county board or county boards, but not limited to such services.

6. Shall submit, for approval, the program of services and the general operation budget to the annual convention of school directors to be held in April 1971.

7. Prepare, adopt and submit to the Department of Education, for approval, the budget for the special education program to be operated by the intermediate unit during the 1971-1972 school year.

8. Provide for a special budget for instructional materials service program, based on the former regional instructional materials center program. This will be part of the general operation budget for the first year, but will be a service budget in 1972-1973.

9. Upon recommendation of the executive director-elect, appoint assistant executive director(s)-elect, program specialists and staff for the 1971-1972 year of operation.

10. Arrange for the renting and leasing of office space, classrooms, storage space, equipment, etc., within the standards for such leasing as adopted by the State Board of Education, and submit such leases to the Secretary of Education for approval.

11. Select a name for the intermediate unit and register same with the Secretary of Education.

12. Perform any and all powers and duties assigned by law to the intermediate unit board of directors.

INTERMEDIATE UNIT BOARD OF DIRECTORS

1. There shall be 13 members on each intermediate unit board of directors.

2. The members shall be elected at an annual convention from among the school directors of the component school districts comprising the intermediate unit.

3. In intermediate units having 13 or more component school districts, no school district shall have more than one director on the intermediate unit board at any one time.

4. In intermediate units having fewer than 13 component school districts each district shall have at least one director on the intermediate unit board.

5. The intermediate unit board selected at the initial convention shall officially become the intermediate unit board on January 15, 1971. The intermediate unit board serves also as a planning committee from the original convention until July 1, 1971.

6. Except for the initial term, the term of office of all intermediate unit board members shall be three years.

7. At the initial and at each subsequent annual convention, held in April, election to the intermediate unit board of directors shall be by a proportionate vote determined by dividing the weighted average daily membership of the school district by the WADM of the intermediate unit, multiplying the quotient by 1000 and dividing the product by 13, rounding the result to the nearest whole number. No director shall have less than one vote.

8. The Secretary of Education annually, in February, shall compute and notify each intermediate unit of the proportionate votes which each school board member shall be entitled to cast.

9. A director selected to the intermediate unit board may succeed himself for two additional terms.

VACANCIES ON THE INTERMEDIATE UNIT BOARD

1. Vacancies occur on an intermediate unit board of directors upon death, resignation, removal or when a person no longer holds the office as a school director within a component school district.

2. Vacancies existing on the intermediate unit board of directors shall be filled by majority vote of the remaining members of the intermediate unit board of directors.

3. In filling vacancies, the same limitations as to the number of directors from any one school district apply.

4. School directors appointed to fill vacancies serve only until the next succeeding annual April convention, at which time an intermediate unit director shall be elected, by proportionate vote, for the unexpired term.

5. A school director selected to fill a vacancy on an intermediate unit board of directors may succeed himself for three additional full terms.

6. If a vacancy should occur in all 13 positions of any intermediate unit board of directors, the Secretary of Education shall call a special convention which shall proceed, in similar manner to the original convention, to elect a new intermediate unit board.

REMOVAL OF THE INTERMEDIATE UNIT DIRECTORS

1. Any member of an intermediate unit board of directors may be removed from membership on that board in the same manner and for the same cause or causes as prescribed in law for members of a school district board of directors.

OFFICERS OF THE INTERMEDIATE UNIT BOARD

1. The officers of the planning committee, elected after the initial convention, shall serve in those offices until the election of officers in July 1971.

2. In July 1971 and annually during the month of July, the intermediate unit board of directors shall elect a president, a vice-president, a secretary and a treasurer.

3. The president and vice-president shall be members of the intermediate unit board of directors.

4. The secretary may be a nonmember of the intermediate unit board of directors.

5. The treasurer may be a nonmember of the intermediate unit board of directors and may be any corporation duly qualified and legally authorized to transact a fiduciary business within the Commonwealth.

6. The treasurer, before entering upon his duties, shall furnish a bond in an amount and with surety or sureties as the intermediate unit board may approve. The cost of the bond shall be paid out of the funds of the intermediate unit. Banks or trust companies, serving as the treasurer, need not furnish bond.

7. The duties of the secretary of the intermediate unit board shall be in keeping with the duties of a school board secretary as detailed in Section 433 of the Public School Code.

8. The duties and responsibilities of the intermediate unit board treasurer shall be in keeping with those prescribed for a school board treasurer in Sections 437-443 of the Public School Code.

DUTIES OF THE INTERMEDIATE UNIT BOARD

The intermediate unit board of directors shall be the policy making body for the intermediate unit. Its powers and duties shall be to:

1. Appoint an executive director and determine his salary.

2. Appoint assistant executive director(s) upon recommendation of the executive director and determine salaries.

3. Approve professional staff appointments made by the executive director.

4. Adopt employment policies for professional and nonprofessional staff.

5. Adopt a program of services.

6. Adopt and advertise the intermediate unit general operation budget.

7. Provide for and conduct programs of services authorized by the State Board of Education, including services performed under contract with component school districts.

8. Contract for specialized services.

9. Receive federal, state, school district and other moneys and expend the same to conduct the several service programs approved for the intermediate unit.

10. Designate one or more banks or bank and trust companies as a depository or depositories for intermediate unit funds. Each such depository shall furnish a bond, or collateral in lieu thereof, as is provided in the case of depositories of school funds.

11. Lease land, buildings and equipment.

12. Employ a solicitor for such purposes as may be required and fix his compensation.

13. If the planning committee had not done so, select a name for the intermediate unit, which shall be filed with and approved by the Secretary of Education.

14. Consolidate and let combined bids for bulk purchases.

15. Perform such other duties as may be required by regulations of the State Board of Education.

16. Submit program of services for approval to the annual convention in April.

17. Submit annual general operation budget to individual school boards for school board approval at, or prior to, the annual April convention.

18. Fill vacancies that might occur on the intermediate unit board.

19. Approve the special education budget for special education programs to be conducted by the intermediate unit board.

20. Operate special education classes and program in accordance with the approved special education budget.

21. Serve as agent to operate the area vocational-technical schools when so designated by the area vocational-technical board.

22. Plan the integration of fiscal operations of instructional materials service into the intermediate unit general operation budget.

23. Submit to the component school boards, for approval, any contemplated plan for the consolidation of two or more intermediate units.

24. Develop and approve policies for the operation of the intermediate unit.

THE INTERMEDIATE UNIT STAFF

1. The intermediate unit staff shall consist of an executive director, and such assistant director(s), program specialists, teachers, solicitor and supporting staff as may be necessary to conduct approved programs.

2. All professional and temporary professional employes of the intermediate unit shall have the same rights of tenure, minimum salaries and increments, sick leave, sabbatical or military leave of absence, and exchange teacher privileges, as do professional and temporary professional employes of a school district.

3. All employes of the intermediate unit shall be eligible for and become members of the Public School Employes' Retirement System.

4. A current member of the State Employes' Retirement System may elect to remain a member of that retirement system.

5. All persons employed by an intermediate unit prior to July 1, 1971, other than the executive director and assistant executive directors, shall be selected, as the need arises, and to the extent such persons are available, from among those persons who, on the effective date of Act 102, May 4, 1970, are employed by or assigned to the county boards of school directors replaced by the intermediate unit.

6. The executive director should exert every effort to bring representative expertise to the intermediate unit staff from the several cultural, racial and ethnic segments of our population.

7. Intermediate unit boards of directors and executive directors are urged and expected to recruit qualified staff from the ethnic and cultural groups to serve in the managerial and program specialist areas and on the supportive staff.

8. All supportive staff, nontenured, nonprofessional employes shall be employed on a contractual basis for a term of not more than one year.

THE EXECUTIVE DIRECTOR

1. The executive director of the intermediate unit shall be appointed by majority vote of the membership of the intermediate unit board of directors.

2. The intermediate unit planning committee may employ an executive director-elect.

3. The executive director shall be appointed for a four year term. The initial term shall, however, terminate June 30, 1974.

4. The executive director shall hold a commission issued by the Secretary of Education.

5. To qualify for the initial appointment for the term ending June 30, 1974, the appointee to the position of executive director shall (1) possess a valid letter of eligibility or an active commission as district or county superintendent, or (2) be currently holding an active commission for the office of county superintendent or assistant county superintendent for the commission term which began July 1, 1966.

6. Subsequent commissions for executive director, other than for those selected as executive director for the initial term, will be issued to those appointees who satisfy qualifications approved by the State Board of Education.

DUTIES OF THE EXECUTIVE DIRECTOR

The executive director shall be the chief executive officer of the intermediate unit board of directors. He shall have a seat at all meetings of the intermediate unit board of directors, but have no vote. In addition to those duties specifically assigned by the intermediate unit board of directors, his functions shall be to:

1. Administer the intermediate unit program of services.

2. Appoint professional staff subject to the approval of the intermediate unit board of directors and within the limits of the approved program and general operation budget.

3. Employ nonprofessional staff in accordance with employment policies of the intermediate unit board of directors.

4. Prepare the several budgets for adoption by the intermediate unit board of directors.

5. Direct expenditures of funds within the limits of the budgets or other authorizations of the intermediate unit board of directors.

6. Appoint such advisory groups as will assist the staff in providing programs of services for school districts.

7. Provide the Secretary of Education with information, reports and services, as requested.

8. Prepare job descriptions for the several positions of the intermediate unit staff.

9. Prepare and submit for approval by the intermediate unit board, an organizational chart for the intermediate unit.

10. Set the date, time and place for the convention of school directors to be held in April of each year and issue the call letters for same.

11. At least one week prior to the annual convention, furnish each director of each component school district with a copy of the proposed general operation budget.

12. As part of the budget justification, compute each component school district's prorata share of the amount of the proposed budget in excess of the state's allocation.

13. Serve as chairman of the intermediate unit council, arrange the schedule of meetings and the agenda.

14. Direct and supervise the special pupil services program operated by the intermediate unit board of directors.

15. Supervise any and all federal programs conducted by the intermediate unit.

16. Supervise the operation of an instructional materials service program.

17. Advise and assist the director of vocational education to interpret the vocational-technical budget to the participating school districts in order to secure appproval of that budget. This applies primarily in those vocational-technical attendance area where the intermediate unit board of directors has been designated as the operating agent.

18. Arrange and/or negotiate contracts, for approval by the intermediate unit board of directors, for space, for transportation services provided to contracting school districts, and/or for services purchased from contracting school districts.

19. Perform such other duties as may be required by the intermediate unit board of directors and the regulations of the State Board of Education.

ASSISTANT EXECUTIVE DIRECTOR

1. The intermediate unit planning committee, upon recommendation of the executive director-elect, may name assistant executive director(s)-elect.

2. The intermediate unit board of directors, upon recommendation of the executive director, appoints the assistant executive director(s).

3. The number of assistant executive directors will be determined by the program needs of the intermediate unit, the limitations of the intermediate unit budget, and should be held to a reasonable minimum.

4. The appointment of the assistant executive director shall be for a four year term, the initial appointment to be for a term ending June 30, 1974.

5. The assistant executive director shall hold a commission issued by the Secretary of Education.

6. Qualifications for the position of assistant executive director are those approved by the State Board of Education.

7. For the initial term ending June 30, 1974, an appointee for the position of assistant executive director shall (1) hold a valid letter of eligibility for the positions of county or district, assistant county or assistant district superintendent, or (2) be currently holding an active commission as county or assistant county superintendent for the commission term which began July 1, 1966.

8. Subsequent commissions for assistant executive director will be issued to those appointees who satisfy qualifications adopted by the State Board of Education.

PROGRAM SPECIALISTS

1. The intermediate unit board of directors shall, upon recommendation of the executive director, elect qualified program specialists within the limits of the approved programs and the budgets.

2. A program specialist will not be issued a commission, but shall satisfy minimum qualifications, as determined by the State Board of Education, for the area of specialization in which he is assigned.

OTHER PERSONNEL

1. Upon recommendation of the executive director, the intermediate unit board of directors shall employ such nonprofessional clerical or supportive staff as is deemed necessary within the limits of program and the intermediate unit budget.

2. Job descriptions shall be developed for all positions.

THE INTERMEDIATE UNIT COUNCIL

1. Each intermediate unit shall have an intermediate unit council.

2. The intermediate unit council shall be composed of all chief school administrators within the intermediate unit.

3. The executive director shall serve the council as chairman, prepare the agenda and direct the activities.

4. The intermediate unit council shall be advisory to the executive director.

5. The intermediate unit council shall meet at least five times each year, and at any other time upon call by the executive director.

6. The council may, if the executive director desires, operate through committees which committees shall report to the council as a whole.

7. All service program plans and budget requests should be reviewed by the intermediate unit council prior to submission to the intermediate unit board of directors. For the first year of operation, the intermediate unit council should review the service program plans and budget for the planning committee. This action is advisory only.

NAMING THE INTERMEDIATE UNIT

Each intermediate unit shall be numbered and named:

1. The intermediate unit number shall be the same as that listed for the unit in Section 902-A of Act 102.

2. The intermediate unit planning committee, or failing that, the intermediate unit board of directors, shall select a name for the intermediate unit.

3. The proposed name shall be filed with the Secretary of Education for approval.

4. In case the same name is selected for two or more intermediate units, the approval will be in the order received.

5. The name shall be listed in the following form: "Allegheny County Intermediate Unit," "Capitol Area Intermediate Unit," "Northwest Intermediate Unit," "South Western Intermediate Unit" or perhaps, "Armstrong-Indiana Intermediate Unit."

PROGRAM OF SERVICES

1. For the first year of operation, July 1, 1971, through June 30, 1972, the intermediate unit board of directors shall provide the essential services formerly provided by the county board of school directors of the component counties, but shall not be limited to such services.

2. In multiple county intermediate units and for the general operation budget to be adopted in April 1971, for the first year of operation, the intermediate unit board shall combine and unite the service programs currently offered, in such manner that the essential services shall not be diminished. Nonessential services may be dropped.

3. During the first year of operation, 1971-1972, the intermediate unit board of directors shall, together with the executive director, collect and analyze informational data and develop a program of services to be provided during the second year of operation, 1972-1973, and subsequent years.

4. The program of services shall, as part of the general operation budget presentation, be presented to the annual convention of school directors to be held in April 1972.

5. The program of services for 1972-1973, and thereafter, shall conform to the provisions of law and to the regulations adopted by the State Board of Education for the organization and operation of the intermediate units.

6. The intermediate unit board of directors shall submit its program of services for the 1972-1973 year of operation, and thereafter, to the Secretary of Education with the budget submission.

7. The executive director should utilize the services of the intermediate unit council in planning its programs, the budget for these programs, and in preparing the annual general operation budget.

8. The Department of Education, during the first year of operation of the intermediate unit, and in sufficient time for planning the second year's service programs, will provide each intermediate unit with copies of regulations and guidelines of the State Board of Education on the development of service programs and procedures for obtaining approval of same.

## INTERMEDIATE UNIT BUDGETS

1. For 1971-1972, the intermediate unit shall have a general operation budget and such other and separate budgets for special education and such area vocational-technical schools as involve the intermediate unit board of directors as operating agents.

2. All districts within the intermediate unit will support the general operation budget in the manner provided by law.

3. In 1971-1972, for 1972-1973, in addition to the general operation budget, the intermediate unit will develop sub-budgets for each service provided. These service budgets will be supported by the districts participating in these services.

4. Budgets for the special education program and the area vocational-technical schools will be provided by the program areas in a similar manner as at present.

## INTERMEDIATE UNIT BUDGET PROCESSES

1. The executive director is charged with the preparation of the general operation budget for the intermediate unit and such other budgets that are required. He may also help with the special education and area vocational-technical school budgets.

2. The intermediate unit board of directors shall, at least 30 days prior to the annual convention in April, adopt and advertise the proposed intermediate unit budgets. (Section 687 of the Public School Code is applicable to this action.)

3. The executive director shall call an annual convention in April of each year for the purpose of budget approvals.

4. The executive director shall, at least one week prior to the annual convention in April, furnish each school director of each component school district with a printed copy of the intermediate unit budget being proposed for approval at the convention.

5. As part of the budget document, the executive director shall list the computed prorata share of the excess amount over the state's allocation for each component school district for the general operation budget and after the first year, the respective share of specific service costs.

6. After adoption and advertisement by the intermediate unit board of directors, the intermediate unit general operation budget shall be approved by two actions:

    a. At least a majority of the component school districts, and

    b. By a majority of the proportionate votes cast by the school directors present and voting at the annual convention.

7. To determine the vote by school districts on the budget, as indicated in Item 6 a. above, the secretary of each component school board shall, by letter at or prior to the annual con-convention, notify the executive director of the action taken by his school board.

8. The intermediate unit budgets shall, immediately upon approval, be filed with the Secretary of Education.

9. The intermediate unit budgets, other than special education and area vocational-technical schools, shall be filed on forms prepared as per instructions provided by the Office of the Comptroller through the Bureau of School Accounting and Subsidies, Department of Education, acting for the Secretary of Education.

10. The intermediate unit budgets shall utilize the school districts' Manual of Accounting, according to special instructions supplied by the Office of the Comptroller.

11. Lease costs must be shown as a separate item in each budget for the purposes of the separate provisions of subsidization.

12. The budget format for the general operation budget, as well as the service budgets and special program budgets will be shortened to utilize only those items of revenue and expenditure which are applicable to intermediate unit operation

THE SERVICE BUDGET FORMAT

1. All revenue and expenditures for specific services will be part of the general operation budget in 1971-1972.

2. In 1972-1973, after the program of services has been developed by the intermediate unit as provided in the section on Program of Services, individual budgets will be required in addition to the general operation budget.

3. The service budgets will be supported by the districts partaking in these services as determined by law.

4. If a school district desires to independently provide a service that is included in the approved program of services to be offered by an intermediate unit, and the service is to be financed solely by the school district, and if the intermediate unit board of directors determines that the quality of such service is adequate and that such independent action will not adversely affect the service to be offered to the remaining districts by the intermediate unit, the intermediate unit board of directors may relieve the school district of payment for such service.

5. All service budgets will be concise and uniform in format with the service covered to be filled in at the proper blank.

6. All other revenue, such as that paid by nonpublic schools, federal government, state payments for the federal government and the like, must be applied to the specific service.

7. All service budgets will be added to the general operation budget to provide an overall summary.

8. All service budgets will contain a brief description of the service being rendered.

9. The entitlement to credit for the balance remaining each year must be carefully preserved since the support of the service is by budget in advance and not by a share of the cost after the program for the year is completed.

10. The 700 function which was combined with the 600 function in the public school accounting system chart of accounts, will be utilized to record the salaries, material and supplies, expenses, etc., of the program specialist, supervisors and coordinators, as well as their specific office personnel.

STATE ALLOCATIONS PER INTERMEDIATE UNIT

1. The allocation of state funds to each intermediate unit will be computed by "multiplying the weight factor of the intermediate unit by the statewide value per weight factor."

2. To apply the above formula several factors must be determined:

   a. WADM for the intermediate unit determined by totaling the WADM's of the component school districts.

   b. Aid ratio for the intermediate unit by applying the following formula:

$$\text{I.U. Aid Ratio} = 1.0000 - \left[\frac{\text{I.U. MV/WADM}}{\text{STATE MV/WADM}} \times 0.50\right]$$

   c. Weight factor for the intermediate unit determined by multiplying the intermediate unit WADM by the intermediate unit aid ratio.

   d. Statewide value per weight factor computed by dividing the dollar amount provided in the Governor's budget for the succeeding fiscal year for support of the state intermediate unit program by the total weight factors of all the state's intermediate units.

3. There is a minimum guarantee on allocations which provides that no intermediate unit shall be allocated less than the total received by the component counties from state funds for the support of the county superintendents' office during the 1968-1969 year of operation, and the estimate of support to those offices from the county commissioners' budgets.

4. In January of each year the Secretary of Education shall, after computing the allocation of state funds for each intermediate unit, notify each executive director of his intermediate unit's allotted share.

PAYMENT PROCEDURES - INTERMEDIATE UNIT GENERAL OPERATION BUDGET

1. In January, 1971, and annually thereafter in January, the Secretary of Education shall allocate to each intermediate unit a portion of the amount included in the Governor's budget for the succeeding fiscal year for the support of intermediate units.

2. In May, 1971, and annually thereafter in May, the Secretary of Education shall, after reviewing the intermediate unit general operation budgets, estimate the amount to be paid by the Commonwealth to each intermediate unit based upon approved budgets and notify each executive director of this estimate.

3. In July, 1971, and annually thereafter in July, the Commonwealth shall pay to the treasurer of each intermediate unit, a payment equal to one-half of the approved intermediate unit budgeted amount payable for general operations plus one-half of the approved amount for 1971-1972 lease payments.

4. In December, 1971, the Commonwealth shall pay to the treasurer of each intermediate unit the second half of the approved intermediate unit budgeted amount payable for 1971-1972.

5. In December, 1972, and annually thereafter in December, the Commonwealth shall pay to each intermediate unit treasurer, the second half of the approved intermediate unit budgeted amount payable, less any unexpended or unencumbered monies remaining at the end of the preceding year.

6. In November, 1971, and each November thereafter, the Commonwealth will withhold from the respective districts' November payment for instruction, an amount equal to the districts' share of general operations in excess of the state's allocation to the intermediate unit, plus the intermediate unit's share of approved lease payments.

SCHOOL DISTRICT PRO RATA PAYMENTS

1. Where the approved intermediate unit general operation budget exceeds the state's allocation to the intermediate unit, each school district within the intermediate unit shall contribute to the intermediate unit a pro rata share of the amount by which the budget exceeds the allocation computed as listed below.

2. The executive director, as part of the general operation budget justification, shall compute each component school district's share of the amount the proposed budget exceeds the state's allocation, as follows:

a. Determine a weight factor for each school district by multiplying the school district's WADM by the difference between 1.0000 and the school district's aid ratio.

b. Determine a value per weight factor for the intermediate unit by dividing the amount of the budget excess over the state's allocation, by the total weight factors of all component school districts, and

c. Determine each school district's pro rata share by multiplying the value per weight factor by the weight factor of the school district.

3. The Commonwealth, from the payments due school districts in November, shall withhold the school districts' pro rata share of the excess of the general operation budget over the state's share and will pay this pro rata share over to the treasurer of the intermediate unit.

4. The regular recovery for county operated special classes and area vocational-technical schools shall continue to be made from the May subsidy payments, as has been done in the past.

LEASING PROCEDURES IN THE INTERMEDIATE UNIT

The intermediate unit has no power to own or hold title to real estate, nor does it have the power to create an authority to purchase a building or to purchase land and construct a building thereon. (Department of Justice advisory dated September 15, 1970.)

The procedures for leasing of space, in the intermediate unit are as follows:

1. No later than March 1 of each year, when leases are to be written or renewed, the executive director of each intermediate unit shall submit to the Secretary of Education a lease agreement for his approval. Before any lease for office space, classrooms, buses, garages, warehouse space, equipment and similar facilities can become effective in any intermediate unit, it must have the approval of the Secretary of Education.

2. Immediately after approval or rejection of the final lease agreement, other than special education, vocational-technical education, federal programs and institutional programs, by the Secretary of Education, each executive director of each intermediate unit shall be notified.

3. In July of each year, the Commonwealth shall pay to the treasurer of each intermediate unit one-half of the approved lease payment for leasing of office space. In December of each year the second half of the approved payment for each intermediate unit shall be forwarded to the treasurer of each intermediate unit.

4. The state's share of the lease cost is computed by applying the intermediate unit's aid ratio to the approved lease payment.

5. Each intermediate unit shall, with the approval of the intermediate unit board of directors, assess each school district within the intermediate unit, as part of its prorata share, for costs exceeding the state's share of the approved leasing cost. The assessed amount will be deducted from the school districts' November subsidy payments.

6. The aid ratio computed initially shall apply as a minimum for the duration of the approved lease.

7. Payments by the intermediate unit on leases should be paid semi-annually, quarterly or monthly, as prescribed in the lease, and no payment should be made on an annual basis.

8. The term of the lease should be executed for a term of five years beginning July 1, 1971.

9. In negotiating leases the following conditions must be part of the agreement:

   a. The lessor shall agree to make, at his expense, all alterations or repairs specified in the rental option for the premises, before the lessee takes possession, and the lessee shall not be liable for payment of any rent until such alterations are completed.

   b. The lessor shall make, at his expense, all interior and exterior repairs, and to keep and maintain the premises in a tenantable condition, including all the plumbing, drainage, heating equipment, and electrical wiring, during the term of the lease and any renewals or extensions thereof.

   c. The lessor shall assume liability for all damages resulting from failure to maintain the premises in a tenantable condition.

   d. The lessor shall maintain adequate insurance on the premises.

   e. After the first full year of occupancy, the lessor shall furnish the lessee with copies of real estate tax receipts showing the amount assessed and paid for upon the described premises, in order that the rental may be adjusted to reflect any increase or decrease of five per cent or more.

10. Lease payments per square foot of space will be made according to regulations established by the Secretary of Education.

SPECIAL EDUCATION

1. When intermediate units are established the authority and responsibility of county school boards for special education shall be transferred to the intermediate unit board of directors.

2. The functions and duties of the intermediate unit board of directors in regard to special education shall include, but not be limited to, the following:

   a. To prepare a comprehensive plan for the proper education and training of exceptional children including districts as well as intermediate unit programs and services.

   b. To provide, maintain, administer, supervise and operate schools, classes and service programs for exceptional children in accordance with the intermediate unit plan for special education.

   c. To employ professional employes such as supervisors, teachers, psychologists, temporary professional and all other persons necessary to carry on the education and training of exceptional children and to determine the salaries to be paid these employes in accordance with budget controls of the Department of Education.

   d. To continuously evaluate programs and services encompassed within the comprehensive plan to provide for change in emphasis or direction and modification.

   e. To conduct an annual census of exceptional children.

   f. To conduct research to improve the special education programs and services.

   g. To plan and operate in-service education programs for teachers or other professional personnel engaged in the education of exceptional children.

   h. To coordinate and/or operate parent education programs and services.

   i. To establish liaison with private and public social agencies and the state-owned and state-aided private schools in matters pertaining to the education of exceptional children.

   j. To establish liaison with state and federal government in matters pertaining to the education of exceptional children.

   k. To prepare and submit an annual budget of costs for special education programs and services not later than the first day of July each year. For the first year of operation of the intermediate unit, this budget in multi-county units, shall be a combination of former county budgets.

l. To prepare and submit an annual budget of costs for transportation of handicapped children to or from classes or schools when conducted by the intermediate unit board of directors.

m. To file an annual report for the previous year's operation of special education classes.

n. To prepare summary adjustments in the budget requests for the second half payments and shall submit these prior to January 1 of the operating year.

3. The executive director shall serve the intermediate unit board of directors as consultant and coordinator of the above functions and duties.

4. The supervisor(s) of special education shall assist the executive director in the development of program and service plans and the preparation of the special education budget for the intermediate unit.

5. All Commonwealth payments on account of special education, based on approved budgets, shall be advanced to the treasurer of the intermediate unit board of directors. (Section 2508.1 of the Public School Code.)

6. The annual budget for special education for the intermediate unit shall be prepared in conformance with the annual budget and cost controls and guidelines supplied by the Bureau of Special Education, Department of Education.

VOCATIONAL EDUCATION AND AREA VOCATIONAL-TECHNICAL SCHOOLS

All area vocational-technical schools are established and operated by written agreement under the jurisdiction of the area vocational-technical board. The several participating boards of school directors shall collectively be known as the area vocational-technical board.

1. Intermediate unit boards of directors will assume responsibility as designated agent for area vocational-technical schools presently operated by county boards of school directors, unless the area vocational-technical board exercises its option to delegate the operating authority to a joint committee.

2. When the intermediate unit board of directors is the designated operating agent for an area vocational-technical school, the executive director of the intermediate unit is the chief school administrator of the area vocational-technical school.

3. Any area vocational-technical school presently operated by a joint committee as agent for the area vocational-technical board may continue to function in the same manner as in the past. The joint committee would continue to have the option to designate the executive director of the intermediate unit or a chief school administrator of a participating school district as superintendent of the area vocational-technical school.

4. The intermediate unit board of directors, if designated as operating agent, shall operate and manage area vocational-technical schools in accordance with provisions of a written articles of agreement.

5. All responsibilities of county boards of school directors, with respect to such boards serving as operating agents for area vocational-technical schools or programs, shall on July 1, 1971, be transferred to and become the responsibilities of the intermediate unit board of directors when so designated by the area vocational-technical board.

6. An intermediate unit board of directors, serving as operating agent, shall operate and manage the school in accordance with provisions of the school code, the state plan for vocational education, written articles of agreement, and within the limits of the budget adopted by the participating school districts.

7. The intermediate unit board of directors shall prepare and approve a comprehensive plan for vocational-technical education for students and adults residing in its intermediate unit, for approval by the Secretary of Education. This plan shall identify needs, programs, services, and institutional arrangements for the organization and administration of such programs and services. It shall be kept current, and approval of the plan by the state Department of Education shall be authority to initiate new programs and services identified in the comprehensive plan.

8. The intermediate unit board of directors shall assume promotional responsibilities and provide leadership to organize and establish area vocational-technical schools and vocational programs within the intermediate unit.

9. Intermediate unit boards of directors shall have the responsibility for providing and coordinating services to the operating agencies of vocational programs as provided in the approved intermediate unit comprehensive plan for vocational-technical education.

10. The intermediate unit board of directors, from its perspective, shall provide consultative advice and guidance to both the state and local districts.

11. The intermediate unit board of directors, in cooperation with the state, may perform but not be limited to the following specific duties:

    a. Provide continuous evaluation of programs and services encompassed within the comprehensive plan for the intermediate unit and encourage change in programs and services as needed.

    b. Assist local and statewide research needed to improve programs and services.

c. Plan and operate in-service programs for teachers and their professional personnel engaged in vocational-technical education.

d. Disseminate occupational, labor market studies, and such other studies essential to determine job opportunities as furnished by the state.

e. Assist with efforts for dealing with business and industry.

f. Organize or assist in the organization of advisory groups to study and recommend instructional programs and services and serve as consultant to such groups.

g. Provide administrative and business management consultative services for area vocational-technical programs.

h. Advise school administrative staff in establishing and adjusting programs to meet pupil and community needs.

i. Serve as a consultant in planning and maintaining facilities for all programs.

j. Present ideas for new programs and assist in their development.

k. Inform local administrators concerning interpretation of federal and state policies and regulations.

l. Provide leadership in vocational curriculum improvement and development.

m. Initiate and/or conduct in-service programs, workshops, and professional conferences for vocational personnel in cooperation with local personnel and other personnel on the intermediate unit staff.

n. Discuss and make suggestions on plans and specifications for new buildings and instructional equipment.

o. Encourage, promote and assist school districts in establishing and operating quality programs of vocational adult education on all levels.

p. Provide consultant and advisory services to community college programs in vocational education.

q. Assist in planning business, industrial, pupil surveys, suggest format for reports, and analysis and interpretation of results.

r. When approved as part of the intermediate unit plan for vocational-technical education, serve as liaison representative between the school districts and the Department of Education.

s. Provide vocational information for guidance personnel.

t. Promote public relations for vocational and adult education.

u. Assist the state staff in the formulation of effective program standards and policies based upon a knowledge of intermediate unit and local school district problems and operating conditions.

12. Each authorized area vocational-technical school shall submit to the Department of Education, for approval, a detailed budget prepared on Form DECO-504A, General Fund Budget.

13. The executive director in an intermediate unit designated as operating agent, shall advise and assist the local director of vocational education with the preparation of the vocational-technical school budget, interpretation of the budget to the participating districts, and secure the approval of the budget from the participating district boards.

14. Each vocational-technical school shall have a budget applicable to its own operation.

15. Each area vocational-technical school budget shall be approved by two-thirds of the participating districts of that area vocational-technical school and by the majority vote of all school directors of the participating school districts.

16. Each area vocational-technical school, using advance payment of funds, shall apply for such funds in May or June, but no later than July 1 of each year and report for state recovery of such funds.

17. The intermediate unit staff may receive vocational education consultant services through the regional field consultant provided by the Bureau of Vocational, Technical and Continuing Education through its regional offices.

## TRANSFER OF COUNTY OFFICE RECORDS TO INTERMEDIATE UNITS

The Department of Education has been asked from time to time, as to the disposition of records in the offices of the county superintendents. In other words--what records should be turned over to the intermediate unit? This is a matter of judgment. Each county superintendent, in his own judgment, could determine what he considers as an essential item. Basically, Section 518 of the Public School Code should govern, keeping foremost in mind, that the intermediate unit is the successor agency of the county superintendents' office; hence the inheritor of the county office records, property, etc.

1. From Section 518 of the school code, county board minutes, county board financial statements, audits, special education records should be turned over by the secretary of the county board to the secretary

of the intermediate unit board of directors. Any other records of similar nature of the county board secretary or treasurer should be delivered over to the appropriate successor. Any contracts, leases, obligations and any assets shall be delivered over in like manner.

2. Many records in the files of county superintendents' offices, in the judgment of the county superintendent, might be of historical value. These, it seems, should also be preserved or turned over to an appropriate historical society.

3. Following the provisions of Section 518 many of the materials on file, which are six years old, could have been and can now be destroyed. These items include financial account books, orders, bills, expired contracts, invoices, receipts, purchase orders, correspondence, attendance records, bids, tax records, payroll records, any record dealing with right to state reimbursement, etc.

4. Any equipment, furniture, films, supplies, etc., purchased by the county board or county office should be turned over to the intermediate unit. This is especially pointed to special education, RIMC and any federally funded activity.

5. Section 433 of the school code provides that the secretary of a board of school directors "shall be the custodian of all the records, papers, office property, and official seal of the school district, and at the expiration of his term shall turn the same over to his successor."

Although this provision refers to local school districts, this can be reasonably assumed to be applicable to county boards, in view of the absence of a similar provision relative to county boards. The repeal of the county set up, and the creation of intermediate units, requires that the records of prior county boards must be available to the new intermediate units in order to enable compliance with the new agencies as established by law. Accordingly, the responsibility for transmission of records of county boards rests <u>not only</u> upon the county superintendents, <u>but also</u> upon the county board secretaries.

DEPARTMENT OF JUSTICE

From time to time, as questions of interpretation arose, advice was sought from the Department of Justice. The following are some of the more pertinent interpretations that apply to the intermediate unit:

1. Proportionate Vote for Budget Approval

In Section 911-A of Act 102, Annual Conventions, it states as follows:

". . . approval of the budget of the intermediate unit by a majority * of votes of the directors present and voting. . . ."

At the point marked with the asterisk the word "proportionate" which appeared in the version passed by both houses was absent from the version enacted after the joint committee report.

In Section 914-A (6) Powers and Duties of the Intermediate Unit Board of Directors, we find this statement: "The budget shall be approved by . . . (ii) at least a majority of the proportionate votes of all school directors present and voting. . . ."

The Department of Justice, by its advisory of June 1, 1970, dealt with the omission or inconsistency. The following is quoted from that reply:

"The text of the Act itself does not establish that the word clearly should have been omitted hence we cannot employ that section of the Statutory Construction Act which permits the Director of the Legislative Reference Bureau to editorially correct the law with the approval of the President Pro Tem, the Speaker, the Attorney General and the Secretary of the Commonwealth (46 Purdon's Statutes, §523). This is particularly so in view of the fact that the word "proportionate" has been used in two other places. The Attorney General cannot correct the over-sight by Opinion, since we must look to Section 64 of the Statutory Construction Act (46 Purdon's Statutes, §564) which provides that 'whenever, in the same law, several clauses are irreconcilable, the clause last in order of date or position shall prevail'."

2. Oath of Office

The question was raised whether the members of the intermediate unit board of directors, already having subscribed to the oath of office required of school board members, were required to take another oath.

The advisory issued by the Department of Justice on September 15, 1970, stated as follows:

"There being no statute providing for an oath to be taken by members of the board of directors of intermediate units, it is our opinion none is required."

The advisory further stated that if the oath taking was to be part of a ceremony, the oath could be administered and, if so, would have to be administered by a district justice or judge.

3. Holding Title to Real Estate

The Department of Justice in response to the question: Does the intermediate unit have power to hold title to real estate, responded, on September 15, 1970, as follows:

"It is clear that an intermediate unit has no power to own or hold title to real estate, nor does it have the power to create an authority to purchase a building or to purchase land and construct a building thereon.

"The intermediate unit is a creation of the Legislature, and as such, has only those powers which the Legislature has expressly granted to it. The powers of an Intermediate Unit's Board of Directors are set forth in Section 914-A of Act No. 102 of 1970 and the power to hold title to real estate is not included. Since the Legislature set forth the powers of the Intermediate Unit's Board of Directors in detail and in subsection (11) of 914-A expressly granted the power to lease, it is obvious that had the Legislature intended to grant the power to hold title to real estate and construct buildings thereon, it would have so stated. Nothing in Section 919-A of the said Act alters this conclusion. The said Section deals only with leases and with subsidies and in no way expands the powers previously conferred. Section 919-A cannot be construed to grant a power to own or hold title to real estate."

4. Establishing an Authority to Construct Buildings

The Department of Justice was asked to advise if an intermediate unit board of directors could create an "authority" to construct a building to house the intermediate unit offices. The September 15, 1970, advisory contained this statement:

"Municipal authorities created to hold title to real estate, construct buildings, etc. are created under the Municipal Authorities Act of 1945. Only 'municipalities' as the term is defined in this Act have the power to create authorities under this Act. Section 302(f) of this Act defines 'municipality' as 'any county, city, town, borough, township or school district of the Commonwealth.' Intermediate units not being included in the foregoing definition and no intention being expressed in Act No. 102 or any other legislation that they be included, said intermediate units have no power to create municipal authorities.

"The Municipal Authorities Act of 1945, in Section 306, provides that an authority created by a school district or districts shall have the power only to acquire, hold, construct, improve, maintain, operate and lease public school buildings and other school projects acquired, constructed or improved for public school purposes. It would seem that housing an intermediate unit's offices would be included in the terms 'other school projects' and 'public school purposes' within the meaning of this Act. Hence, it appears that the component school districts of an intermediate unit could create an authority to acquire land and construct a building thereon and lease such building to the intermediate unit for occupancy by such intermediate unit's offices."

AN ACT

Amending the act of March 10, 1949 (P. L. 30), entitled "An act relating to the public school system, including certain provisions applicable as well to private and parochial schools; amending, revising, consolidating and changing the laws relating thereto," establishing a system of intermediate units; establishing intermediate unit boards of directors; and creating the position of executive director.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. The act of March 10, 1949 (P. L. 30), known as the "Public School Code of 1949," is amended by adding after Article IX, a new article to read:

ARTICLE IX-A

INTERMEDIATE UNITS

Section 901-A. Establishment of Intermediate Units.--Each school district of the Commonwealth shall be assigned to an intermediate unit, and shall be entitled to the services of an intermediate unit in accordance with a program of services adopted by the intermediate unit board of directors. The arrangement of the school districts of the Commonwealth into intermediate units shall reflect consideration of (i) the number of public school children enrolled in kindergarten through grade twelve, (ii) ease of travel within each intermediate unit, and (iii) the opportunity to provide adequate basic services. Intermediate units shall be part of the public school system of this Commonwealth, and shall become operative on July 1, 1971.

Section 902-A. Arrangement of School Districts Into Intermediate Units.--The school districts are arranged in intermediate units as follows:

(See Pages 35-48 for arrangement of districts)

Section 903-A. Transfer of Membership.--Any school district may apply for transfer from one intermediate unit to another intermediate unit with which its boundaries are contiguous by submitting a written request for such transfer to the State Board of Education, along with reasons for requesting such transfer and with the written approval or disapproval of all school districts within the intermediate unit of which the school district is a member and all school districts within the intermediate unit to which it wishes to transfer. If the State Board of Education approves the transfer, it shall be effective the following July 1. In no event shall a transfer be made without the approval of all the school districts within all intermediate units involved in said transfer.

Section 904-A. Merger of Intermediate Units.--Two or more intermediate units may, with the approval of a majority of the members of each intermediate unit board of directors and all school districts within each intermediate unit, submit a written request to the State Board of Education for consolidation. If the State Board of Education approves such consolidation, it shall be effective the following July 1.

Section 905-A. Regulations.--The State Board of Education shall adopt such regulations as it deems necessary to guide the organization and operation of intermediate units and to provide procedures for amendment of the State plan of intermediate units.

Section 906-A. Program of Services.--From July 1, 1971 to June 30, 1972, intermediate units shall provide essential services formerly provided by county boards of school directors, collect and analyze informational data and adopt the program of services to be provided by the intermediate unit. On or before May 1, 1971, and annually thereafter, each intermediate unit shall submit a program of services for the next school year to the Superintendent of Public Instruction for budgetary approval. Such program of services shall be developed and submitted in accordance with law, as hereinafter provided.

Section 907-A. Subsidies for Services.--Intermediate units shall receive subsidies from the Commonwealth as herein provided only for services performed pursuant to and authorized by law, as hereinafter provided. Nothing contained herein shall prohibit intermediate units from receiving funds from school districts and other sources including nonpublic nonprofit schools and expending such funds to provide additional services not included in the approved program of services.

Section 908-A. Special Pupil Services.--All powers and duties of county boards of school directors with respect to special pupil services are hereby transferred to intermediate unit boards of directors, effective July 1, 1971, and all Commonwealth payments theretofore paid to county boards of school directors on account of special pupil services shall thereafter be paid to intermediate unit boards of directors.

Section 909-A. Vocational-Technical Education.--All powers and duties of county boards of school directors with respect to vocational-technical education are hereby transferred to intermediate unit boards of directors, effective July 1, 1971; and all Commonwealth payments theretofore paid to county boards of school directors on account of vocational-technical education shall thereafter be paid to intermediate unit boards of directors.

Section 910-A. Intermediate Unit Board of Directors.--(a) Each intermediate unit board of directors shall be composed of thirteen members, chosen for terms of three years from among members of the boards of school directors of school districts comprising the intermediate unit. An intermediate unit director may succeed himself for two additional terms. Unless there are fewer than thirteen school districts in an intermediate unit, at no time shall more than one director from any school district be elected to an intermediate unit board of directors. Where there are fewer than thirteen school districts within an intermediate unit, there shall be at least one school director from each school district elected to the intermediate unit board of directors. The election of intermediate unit boards of directors shall be by proportionate ballot, and each school director of each school district within an intermediate unit shall be entitled to cast votes determined by dividing the weighted average daily

membership of the school district by the total weighted average daily membership within the intermediate unit, multiplying the quotient so obtained by one thousand, dividing the product so obtained by thirteen, and rounding such dividend to the nearest whole number: Provided, however, That each school director shall have at least one vote. The Superintendent of Public Instruction shall annually, not later than the first day of February, certify the weighted average daily membership for the previous school year for each school district and for each intermediate unit, and shall compute the number of votes to which each school director of each school district within an intermediate unit shall be entitled.

(b) Except for the initial election, directors shall be elected annually in April by convention of the school directors of the school districts comprising an intermediate unit as follows: five every third year, four each other year. Intermediate unit boards of directors shall organize annually in July.

(c) The initial election of directors shall be held between the effective date of this act and January 15, 1971; and thirteen directors shall be elected for terms to begin on January 15, 1971, to expire for four directors on June 30, 1972, for four directors on June 30, 1973 and for five directors on June 30, 1974. From the date of election to July 1, 1971 the directors elected initially shall serve as intermediate unit planning committees to plan for the operations of intermediate units commencing July 1, 1971.

(d) Vacancies on an intermediate unit board of directors shall be filled by appointment by majority vote of the remaining intermediate unit directors. A director so appointed shall serve until the annual convention, at which time the convention shall elect a director to serve the unexpired portion of the term. An intermediate unit director elected to fill a vacancy may succeed himself for three additional terms. Vacancies shall occur upon the death, resignation, or removal of an intermediate unit director, or when he no longer holds office as a school director. In the event vacancies exist or occur in the membership of all of the members of an intermediate unit board of directors, a special convention, called by the Superintendent of Public Instruction, shall be held of school directors of the school districts comprising the intermediate unit for the purpose of electing directors to fill the vacancies.

(e) Any member of an intermediate unit board of directors may be removed in the same manner and for the same cause as provided by law for removal of members of boards of school directors.

(f) Elections of intermediate unit directors and the organization of intermediate unit boards of directors shall be conducted in accordance with regulations adopted by the State Board of Education.

(g) In the case of an intermediate unit comprised of a single school district, the board of education of the school district shall be the intermediate unit board of directors.

Section 911-A. Annual Conventions.--The executive director of each intermediate unit shall call a convention to be held annually in April for the purpose of electing members to the intermediate unit board of directors, approval of the budget of the intermediate unit by a majority of votes of the directors present and voting and for the consideration and discussion of matters pertaining to the improvement of education in the public schools within the intermediate unit and such other business as may properly come before the convention. The executive director shall at least one week prior to such annual convention furnish each director of each district comprising the unit with a printed copy of the budget proposed for adoption. In addition, the intermediate unit board of directors may call into special convention the school directors of all school districts within an intermediate unit at any time for the consideration of business which may properly come before a special convention. On petition of a majority of the school directors of all school districts within the unit for a special convention for a stated purpose relating to proper business of the intermediate unit, the intermediate unit board of directors shall call into special convention the school directors of all school districts within the unit for consideration of such stated purpose. Notice to each such district director shall be given at least five days prior to such special convention.

Section 912-A. Election of Officers.--(a) During the month of July, 1971, each intermediate unit board of directors shall elect a president and a vice president from among its members, a secretary and a treasurer, who need not be members. The treasurer may be any corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth.

(b) Before entering upon his duties, the treasurer shall furnish a bond in an amount and with surety or sureties as the intermediate unit board of directors shall approve, conditioned upon the faithful performance of his duties. The cost of the bond shall be paid out of the funds of the intermediate unit. No bond shall be required where a bank or trust company serves as treasurer.

(c) Not later than January 15, 1971, each intermediate unit planning committee shall elect officers in the manner provided herein, to serve until the election of officers in July, 1971.

Section 913-A. Staff.--(a) The staff of an intermediate unit shall consist of an executive director and such assistant executive directors, program specialists, and other personnel as the intermediate unit board of directors deems necessary to employ. In the case of an intermediate unit comprised of a single school district, the district superintendent shall serve as executive director of the intermediate unit. His salary shall not be charged to the intermediate unit budget; and, the salary of his assistants shall be charged to the intermediate unit budget only to the extent that such assistants are engaged in providing approved intermediate unit services as determined by the executive director.

(b) An executive director shall be appointed by each intermediate unit board of directors for a term of four years: Provided, That the initial term

shall commence July 1, 1971, and terminate June 30, 1974: And, provided further however, That each intermediate unit planning committee may employ an executive director-elect to serve prior to July 1, 1971. An executive director shall hold a commission issued by the Superintendent of Public Instruction, in accordance with regulations adopted by the State Board of Education.

(c) Assistant executive directors may be appointed by each intermediate unit board of directors upon recommendation of the executive director for a term of four years: Provided, That the initial term shall commence July 1, 1971, and terminate June 30, 1974: And provided further, however, That each intermediate unit planning committee may employ assistant executive directors-elect upon recommendation of the executive director-elect to serve prior to July 1, 1971. An assistant executive director shall hold a commission issued by the Superintendent of Public Instruction, in accordance with regulations adopted by the State Board of Education.

(d) All persons holding a commission for the office of county superintendent or assistant county superintendent valid for the term of office beginning July 1966, shall be eligible for election to the office of executive director or assistant executive director in 1971, and, if elected to either office, shall remain eligible for election or reelection to either office thereafter.

(e) All professional and temporary professional employes of an intermediate unit shall have the same rights of tenure, minimum salaries and increments, leaves of absence because of illness, professional study or physical disability, sabbatical leaves, military leaves and exchange teacher leaves as professional and temporary professional employes of school districts.

(f) Program specialists shall satisfy minimum qualifications adopted by the State Board of Education.

(g) All employes of an intermediate unit shall be eligible for and become members of the Public School Employes' Retirement System of Pennsylvania, except that members of the State Employes' Retirement System may elect to remain members of such retirement system.

(h) All persons employed by an intermediate unit prior to July 1, 1971, other than the executive director and assistant executive directors, shall be selected, as the need arises, and to the extent such persons are available, from among those persons who, on the effective date of this act, are employed by or assigned to the offices of the county boards of school directors replaced by the intermediate unit. Position placement and salaries shall be determined by an intermediate unit board of directors upon recommendation of the executive director, who shall be guided by the program of services to be offered by the intermediate unit.

Section 914-A. Powers and Duties of the Intermediate Unit Board of Directors.--An intermediate unit board of directors shall have the power and its duty shall be:

(1) To appoint an executive director and determine his salary.

(2) To appoint assistant executive directors upon recommendation of the executive director and determine their salaries.

(3) To approve professional staff appointments made by the executive director.

(4) To adopt employment policies for nonprofessional staff.

(5) To adopt a program of services. Each intermediate unit may provide, but shall, except as hereinafter provided, be limited to, the following services; (i) curriculum development and instructional improvement services; (ii) educational planning services; (iii) instructional materials services; (iv) continuing professional education services; (v) pupil personnel services; (vi) State and Federal agency liaison services; and (vii) management services. Each additional service to be provided shall be first approved by a majority of all the boards of school directors comprising the intermediate unit at a meeting called by the intermediate unit board of directors for the express purpose of approving or disapproving any such additional service. Each intermediate unit may provide for the furnishing of any of the service mentioned in this clause or elsewhere in this act to nonpublic, nonprofit schools which schools are hereby authorized to contract for and purchase services from intermediate units so as to participate in the intermediate program.

(6) To adopt and advertise the intermediate unit budget. The budget shall be approved by (i) at least a majority of the school districts comprising the intermediate unit; and (ii) at least a majority of the proportionate votes of all school directors present and voting in convention, and shall be filed annually with the Superintendent of Public Instruction and advertised or notice thereof given to the public in each of its component school districts as required of local school district budgets by section 687 of this act on or before the first day of May. Budgeted expenditures shall be those expenditures classified as current expenses, capital outlays, debt redemptions and outgoing transfers according to the Manual of Accounting and Related Financial Procedures for Pennsylvania School Systems and amendments and supplements thereto published by the Department of Public Instruction.

(7) To provide for and conduct programs of services authorized by the State Board of Education, including services performed under contract with component school districts. Except as otherwise provided by law, all powers and duties of county boards of school directors in regard to classes and schools for exceptional children, educational broadcasting, audio-visual libraries, instructional materials centers, area technical schools and area vocational-technical schools are hereby transferred to and conferred upon intermediate unit boards of directors. An intermediate unit may contract with school districts to provide services on behalf of the intermediate unit.

(8) To contract for specialized services.

(9) To receive Federal, State, school district and other moneys and expend the same to conduct programs of services.

(10) To designate one or more banks or bank and trust companies as a depository or depositories for its funds. Each such depository shall furnish a bond or collateral in lieu thereof as is provided in the case of depositories of school funds.

(11) To lease land, buildings and equipment.

(12) To employ a solicitor for such purposes as may be required and fix his compensation.

(13) To select a name for the intermediate unit, which shall be filed with and approved by the Superintendent of Public Instruction.

(14) To consolidate and let combined bids for bulk purchases.

(15) To perform such other duties as may be required by regulation of the State Board of Education.

Section 915-A. Powers and Duties of Executive Director.--The executive director of an intermediate unit shall have the power and his duty shall be:

(1) To administer the intermediate unit program of services.

(2) To appoint professional staff subject to the approval of the intermediate unit board of directors.

(3) To employ nonprofessional staff in accordance with employment policies of the intermediate unit board of directors.

(4) To prepare the budget for adoption by the intermediate unit board of directors.

(5) To direct expenditures of funds within the budget or other authorizations of the intermediate unit board of directors.

(6) To appoint such advisory groups as will assist the staff in providing programs of services for school districts.

(7) To provide the Superintendent of Public Instruction with information, reports and services.

(8) To perform such other duties as may be required by the intermediate unit board of directors and the regulations of the State Board of Education.

Section 916-A. Intermediate Unit Council.--Each intermediate unit shall have an Intermediate Unit Council composed of all chief school administrators within the intermediate unit, to be advisory to the executive director.

The executive director of the intermediate unit shall serve as chairman of the Intermediate Unit Council.

The Intermediate Unit Council shall meet at least five times each year and may meet, at any other time upon the call of the executive director.

Section 917-A. Allocations.--In January 1971, and annually thereafter in January, the Superintendent of Public Instruction shall allocate to each intermediate unit a portion of the amount included in the Governor's budget for the succeeding fiscal year for the support of intermediate units. The allocation shall be made in the following matter: (1) Determine for each intermediate unit the total weighted average daily membership of all school districts comprising the intermediate unit; (2) compute an aid ratio for each intermediate unit in the same manner as in the case of school districts; (3) determine a weight factor for each intermediate unit by multiplying the total weighted average daily membership of all school districts comprising the intermediate unit by the aid ratio of the intermediate unit; (4) determine a statewide value per weight factor by dividing the amount provided in the Governor's budget for the succeeding fiscal year for the support of intermediate units by the total weight factors of all intermediate units within the Commonwealth; and (5) determine the allocation to each intermediate unit by multiplying its weight factor by the statewide value per weight factor: Provided, That no intermediate unit shall be allocated less than the amount received during the 1968-1969 school year by the offices of county superintendents of schools replaced by the intermediate unit from the Commonwealth and the estimated value of assistance from the respective counties, as determined by the Department of Public Instruction.

Section 918-A. General Operating Subsidy.--(a) On or before the first day of May 1971, and annually thereafter, each intermediate unit shall submit to the Superintendent of Public Instruction for prior review and approval, a budget estimating the cost of operating and administering the intermediate unit program of services for the ensuing school year.

(b) In May 1971, and annually thereafter in May, the Superintendent of Public Instruction shall estimate the amount to be paid by the Commonwealth to each intermediate unit based upon approved budgets. In July 1971, and annually thereafter in July, the Commonwealth shall pay to each intermediate unit an advance payment equal to one-half of such estimated amount. In December 1971, the Commonwealth shall pay to each intermediate unit the balance of such estimated amount. In December 1972, and annually thereafter in December, the Commonwealth shall pay to each intermediate unit the balance of the State's share of the budget approved for such school year, less any State funds paid in the previous school year which were unexpended or unencumbered at the end of the previous school year.

(c) In computing approved budget expenditures, the Superintendent of Public Instruction shall not consider Federal payments and payments by the Commonwealth on behalf of the Federal Government.

Section 919-A. Capital Subsidy.--All leases for office space, classrooms, buses, garages, warehouse space, equipment and similar facilities shall be pre-approved by the Superintendent of Public Instruction. The Commonwealth shall pay to each intermediate unit on account of approved leases annually from funds appropriated for such purposes an amount computed by applying the intermediate unit aid ratio to the approved lease payment. The aid ratio computed initially shall apply as a minimum for the duration of the lease.

Section 920-A. School District Payments.--(a) Where the approved budget exceeds the allocation to the intermediate unit, each school district within the intermediate unit shall contribute to the intermediate unit a share of the amount by which the budget exceeds the allocation, computed in the following manner: (1) Determine a weight factor for each school district by multiplying the school district's weighted average daily membership by the difference between 1.0000 and the school district's aid ratio; (2) determine a value per weight factor for the intermediate unit by dividing the amount by which the budget exceeds the allocation by the total weight factors of all school districts comprising the intermediate unit; and (3) determine each school district's share by multiplying the value per weight factor by the weight factor of the school district.

(b) Less than a majority of the school districts comprising an intermediate unit may contract with the intermediate unit for services to be provided for the contracting school districts by the intermediate unit, with the cost of such services to be paid by the contracting school districts in such manner as they may agree upon.

(c) If a school district desires to independently provide a service that is included in the approved program of services to be offered by an intermediate unit, and the service is to be financed solely by the school district, and if the intermediate unit board of directors determines that the quality of such service is adequate and that such independent action will not adversely affect the service to be offered to the remaining districts by the intermediate unit, the intermediate unit board of directors may relieve the school district of payment for such service.

(d) Payments due from school districts to an intermediate unit shall be withheld by the Commonwealth from subsidies payable to school districts during November and paid to the intermediate unit not later than January 1 each year.

Section 921-A. Financial Reports.--An annual financial report shall be submitted to the Superintendent of Public Instruction by each intermediate unit not later than the first day of October, together with an auditor's report prepared by an independent auditor who shall be a certified public accountant or other competent public accountant.

Section 2. This act shall take effect immediately.

## INTERMEDIATE UNITS AND COMPONENT SCHOOL DISTRICTS

### Intermediate Unit 01

| | |
|---|---|
| 26-01-2 | Albert Gallatin Area |
| 26-03-3 | Brownsville Area |
| 26-04-2 | Connellsville Area |
| 26-02-3 | Frazier |
| 26-05-3 | Laurel Highlands |
| 26-06-2 | Uniontown Area |
| 30-04-3 | Carmichaels Area |
| 30-02-3 | Central Greene |
| 30-03-3 | Jefferson-Morgan |
| 30-05-3 | Southeastern Greene |
| 30-01-3 | West Greene |
| 63-03-4 | Avella Area |
| 63-14-3 | Bentworth |
| 63-12-3 | Bethlehem-Center |
| 63-02-3 | Burgettstown Area |
| 63-13-3 | California Area |
| 63-05-3 | Canon-McMillan |
| 63-11-3 | Charleroi Area |
| 63-06-3 | Chartiers-Houston |
| 63-01-3 | Fort Cherry |
| 63-04-3 | McGuffey |
| 63-07-3 | Peters Township |
| 63-10-2 | Ringgold |
| 63-08-3 | Trinity Area |
| 63-09-3 | Washington |

### Intermediate Unit 02

| | |
|---|---|
| 02-37-1 | Pittsburgh |

### Intermediate Unit 03

| | |
|---|---|
| 02-09-3 | Allegheny Valley |
| 02-036-2-3 | Avalon Borough |
| 02-39-3 | Avonworth |
| 02-06-3 | Babcock |
| 02-26-2 | Baldwin-Whitehall |
| 02-060-2-3 | Bellevue Borough |
| 02-29-3 | Bethel Park |
| 02-092-2-3 | Braddock Borough |
| 02-096-4-5 | Braddock Hills Borough |
| 02-44-3 | Brentwood Borough |
| 02-33-3 | Carlynton |
| 02-30-2 | Chartiers Valley |
| 02-15-3 | Churchill Area |
| 02-24-3 | Clairton City |
| 02-184-3-3 | Coraopolis Borough |

## Intermediate Unit 03 (Cont'd)

| | |
|---|---|
| 02-11-3 | Deer Lakes |
| 02-43-3 | Duquesne City |
| 02-18-3 | East Allegheny |
| 02-240-4-3 | East Pittsburgh Borough |
| 02-248-4-3 | Edgewood Borough |
| 02-23-3 | Elizabeth Forward |
| 02-280-2-3 | Etna Borough |
| 02-08-3 | Fox Chapel Area |
| 02-14-3 | Gateway |
| 02-07-3 | Hampton Township |
| 02-10-2 | Highlands |
| 02-404-2-3 | Homestead Borough |
| 02-31-2 | Keystone Oaks |
| 02-19-2 | McKeesport Area |
| 02-500-3-3 | Millvale Borough |
| 02-27-2 | Mt. Lebanon |
| 02-32-3 | Montour |
| 02-528-3-3 | Moon Schools Union |
| 02-552-2-3 | Munhall Borough |
| 02-560-4-3 | Neville Township |
| 02-01-3 | North Allegheny |
| 02-612-2-3 | North Braddock Borough |
| 02-04-2 | North Hills |
| 02-656-2-3 | Oakmont Borough |
| 02-12-3 | Plum Borough |
| 02-670-1-3 | Penn Hills Township |
| 02-02-3 | Quaker Valley |
| 02-736-2-3 | Rankin Borough |
| 02-744-4-1 | Reserve Township |
| 02-804-1-3 | Shaler Township |
| 02-22-3 | South Allegheny |
| 02-46-3 | South Fayette Township |
| 02-45-3 | South Park |
| 02-34-3 | Sto-Rox |
| 02-880-2-5 | Swissvale Borough |
| 02-904-3-3 | Turtle Creek Borough |
| 02-28-3 | Upper St. Clair Township |
| 02-916-4-3 | Verona Borough |
| 02-36-3 | West Allegheny |
| 02-944-4-3 | West Homestead Borough |
| 02-25-3 | West Jefferson Hills |
| 02-20-3 | West Mifflin Area |
| 02-17-2 | Wilkinsburg Borough |

## Intermediate Unit 04

| | |
|---|---|
| 10-03-2 | Butler Area |
| 10-07-3 | Karns City Area |
| 10-05-3 | Mars Area |
| 10-02-3 | Moniteau |
| 10-01-3 | Slippery Rock Area |
| 10-06-3 | South Butler County |
| 10-04-3 | Southwest Butler County |
| 37-01-3 | Ellwood City Area |
| 37-02-3 | Laurel |
| 37-03-3 | Mohawk Area |
| 37-04-3 | Neshannock Township |
| 37-05-2 | New Castle Area |
| 37-06-3 | Shenango Area |
| 37-07-3 | Union Area |
| 37-08-3 | Wilmington Area |
| 43-02-4 | Commodore Perry |
| 43-12-3 | Farrell Area |
| 43-04-3 | Greenville Area |
| 43-06-3 | Grove City Area |
| 43-09-3 | Hickory Township |
| 43-01-4 | Jamestown Area |
| 43-07-3 | Lakeview |
| 43-03-3 | Mercer Area |
| 43-10-3 | Reynolds |
| 43-08-3 | Sharon City |
| 43-11-3 | Sharpsville Area |
| 43-05-3 | West Middlesex Area |

## Intermediate Unit 05

| | |
|---|---|
| 20-030-4-5 | Blooming Valley Borough |
| 20-120-4-5 | Cambridge Springs Borough |
| 20-100-4-5 | Cambridge Township |
| 20-200-4-5 | Cochranton Borough |
| 20-220-4-5 | Conneaut Lake Borough |
| 20-270-4-3 | Conneaut Valley (M) |
| 20-300-4-5 | Cussewago Township |
| 20-310-4-5 | East Fairfield Township |
| 20-320-4-5 | East Fallowfield Township |
| 20-350-4-5 | Fairfield Township |
| 20-370-4-5 | French Creek Township (Mercer) |
| 20-380-4-5 | Greenwood Township (M) |
| 20-400-4-5 | Hayfield Township |
| 20-435-4-5 | Linesville-Conneaut (M) |
| 20-440-2-3 | Meadville Area Union |
| 20-470-4-5 | North Shenango Township |
| 20-535-4-3 | Randolph-East Mead (M) |
| 20-560-4-5 | Richmond Township |
| 20-570-4-5 | Rockdale Township |
| 20-595-4-5 | Sadsbury Township |
| 20-610-4-5 | Saegerwood (M) |
| 20-630-4-6 | Sparta Merged |

## Intermediate Unit 05 (Cont'd)

| | |
|---|---|
| 20-670-4-5 | Steuben Township |
| 20-690-4-5 | Summit Township |
| 20-750-4-5 | Townville Area Merged |
| 20-790-4-5 | Venango Borough |
| 20-800-4-5 | Venango Township |
| 20-815-4-5 | Wayne Township |
| 20-830-4-5 | West Fallowfield Township |
| 20-860-4-5 | Woodcock Borough |
| 25-045-4-5 | Columbus Township (Warren) |
| 25-060-4-5 | Concord Township |
| 25-105-2-5 | Corry City |
| 25-180-4-5 | Elgin Borough |
| 25-01-2 | Erie City |
| 25-03-3 | Fairview |
| 25-06-3 | Fort LeBoeuf |
| 25-05-3 | General McLane |
| 25-13-3 | Girard |
| 25-11-3 | Harbor Creek |
| 25-12-3 | Iroquois |
| 25-02-3 | Millcreek Township |
| 25-10-3 | North East |
| 25-04-3 | Northwestern |
| 25-643-4-5 | Spring Creek Township (Warren) |
| 25-07-3 | Union City Area |
| 25-09-3 | Wattsburg Area |
| 25-825-4-5 | Wayne Township |
| 62-01-2 | Warren County |

## Intermediate Unit 06

| | |
|---|---|
| 16-01-3 | Allegheny-Clarion Valley |
| 16-02-3 | Clarion Area |
| 16-03-3 | Clarion-Limestone Area |
| 16-04-3 | Keystone |
| 16-05-4 | North Clarion County |
| 16-06-3 | Redbank Valley |
| 16-07-3 | Union |
| 17-04-3 | DuBois Area |
| 27-01-4 | Forest Area |
| 33-01-3 | Brockway Area |
| 33-02-3 | Brookville Area |
| 33-03-3 | Punxsutawney Area |
| 61-03-3 | Cranberry Area |
| 61-02-3 | Franklin Area |
| 61-01-3 | Oil City Area |
| 61-05-3 | Titusville Area |
| 61-04-3 | Valley Grove |

## Intermediate Unit 07

| | |
|---|---|
| 65-12-3 | Belle Vernon Area |
| 65-01-3 | Burrell |
| 65-04-3 | Derry Area |
| 65-03-3 | Franklin Regional |
| 65-05-3 | Greater Latrobe |
| 65-09-3 | Greensburg Salem |
| 65-08-2 | Hempfield Area |
| 65-13-3 | Jeannette City |
| 65-02-3 | Kiski Area |
| 65-07-3 | Ligonier Valley |
| 65-11-3 | Monessen City |
| 65-06-3 | Mount Pleasant Area |
| 65-17-2 | New Kensington-Arnold |
| 65-14-3 | Norwin |
| 65-15-3 | Penn-Trafford |
| 65-16-3 | Southmoreland |
| 65-10-3 | Yough |

## Intermediate Unit 08

| | |
|---|---|
| 05-01-3 | Bedford Area |
| 05-02-3 | Chestnut Ridge |
| 05-03-3 | Everett Area |
| 05-04-4 | Northern Bedford County |
| 05-05-3 | Tussey Mountain |
| 07-03-3 | Altoona Area |
| 07-02-3 | Bellwood-Antis |
| 07-07-4 | Claysburg-Kimmel |
| 07-06-3 | Hollidaysburg Area |
| 07-08-3 | Spring Cove |
| 07-01-3 | Tyrone Area |
| 07-05-4 | Williamsburg Community |
| 11-06-3 | Blacklick Valley |
| 11-02-3 | Cambria Heights |
| 11-11-3 | Central Cambria |
| 11-07-3 | Conemaugh Valley |
| 11-09-3 | Ferndale Area |
| 11-05-3 | Forest Hills |
| 11-12-2 | Greater Johnstown |
| 11-01-3 | Northern Cambria |
| 11-03-3 | Penn-Cambria |
| 11-04-3 | Portage Area |
| 11-08-3 | Richland |
| 11-10-3 | Westmont Hilltop |
| 56-01-3 | Berlin Brothersvalley |
| 56-02-3 | Conemaugh Township Area |
| 56-05-3 | Meyersdale Area |
| 56-03-3 | North Star |
| 56-06-3 | Rockwood Area |
| 56-07-4 | Salisbury-Elk Lick |
| 56-08-3 | Shade-Central City |

## Intermediate Unit 08 (Cont'd)

| | |
|---|---|
| 56-09-4 | Shanksville-Stonycreek |
| 56-10-3 | Somerset Area |
| 56-11-4 | Turkeyfoot Valley Area |
| 56-12-3 | Windber Area |

## Intermediate Unit 09

| | |
|---|---|
| 12-01-3 | Cameron County |
| 24-01-3 | Johnsonburg Area |
| 24-02-3 | Ridgway Area |
| 24-03-3 | St. Marys Area |
| 42-01-3 | Bradford Area |
| 42-05-3 | Kane Area |
| 42-02-4 | Otto-Eldred |
| 42-03-3 | Port Allegany |
| 42-04-3 | Smethport Area |
| 53-05-4 | Austin Area |
| 53-03-4 | Coudersport Area |
| 53-04-4 | Galeton Area |
| 53-02-4 | Northern Potter |
| 53-01-4 | Oswayo Valley |

## Intermediate Unit 10

| | |
|---|---|
| 14-01-3 | Bald Eagle Area |
| 14-02-3 | Bellefonte Area |
| 14-04-3 | Penns Valley Area |
| 14-03-2 | State College Area |
| 17-06-3 | Clearfield Area |
| 17-05-3 | Curwensville Area |
| 17-08-3 | Glendale |
| 17-03-4 | Harmony |
| 17-02-3 | Moshannon Valley |
| 17-07-3 | Philipsburg-Osceola Area |
| 17-01-3 | West Branch Area |
| 18-01-2 | Keystone Central |

## Intermediate Unit 11

| | |
|---|---|
| 29-02-4 | Central Fulton |
| 29-03-4 | Forbes Road |
| 29-01-4 | Southern Fulton |
| 31-02-3 | Huntingdon Area |
| 31-01-4 | Juniata Valley |
| 31-03-3 | Mount Union Area |
| 31-04-3 | Southern Huntingdon County |
| 34-01-3 | Juniata County |
| 44-01-2 | Mifflin County |

## Intermediate Unit 12

| | |
|---|---|
| 01-02-3 | Bermudian Springs |
| 01-190-4-1 | Conewago Township |
| 01-05-4 | Fairfield Area |
| 01-06-3 | Gettysburg Area |
| 01-04-3 | Littlestown Area |
| 01-560-4-7 | McSherrystown Borough |
| 01-680-3-3 | New Oxford Area (M) |
| 01-01-3 | Upper Adams |
| 28-01-2 | Chambersburg Area |
| 28-05-4 | Fannett-Metal |
| 28-04-3 | Greencastle-Antrim |
| 28-03-3 | Tuscarora |
| 28-02-3 | Waynesboro Area |
| 67-01-3 | Central York |
| 67-02-3 | Dallastown Area |
| 67-03-3 | Dover Area |
| 67-04-3 | Eastern York |
| 67-300-2-3 | Hanover Borough |
| 67-06-3 | Northeastern School District of York County |
| 67-08-3 | Red Lion Area |
| 67-09-3 | South Eastern |
| 67-10-3 | Southern York County |
| 67-11-3 | South Western |
| 67-12-3 | Spring Grove Area |
| 67-13-3 | West York Area |
| 67-14-2 | York City |
| 67-15-3 | York Suburban |

## Intermediate Unit 13

| | |
|---|---|
| 36-01-3 | Cocalico |
| 36-02-3 | Columbia Borough |
| 36-03-3 | Conestoga Valley |
| 36-04-3 | Donegal |
| 36-05-3 | Eastern Lancaster County |
| 36-06-3 | Elizabethtown Area |
| 36-07-3 | Ephrata Area |
| 36-08-3 | Hempfield |
| 36-09-3 | Lampeter-Strasburg |
| 36-10-2 | Lancaster |
| 36-12-3 | Manheim Central |
| 36-13-3 | Manheim Township |
| 36-14-3 | Penn Manor |
| 36-15-3 | Pequea Valley |
| 36-16-3 | Solanco |
| 36-17-3 | Warwick |

## Intermediate Unit 13 (Cont'd)

| | |
|---|---|
| 38-02-3 | Annville-Cleona |
| 38-03-3 | Cornwall-Lebanon |
| 38-04-3 | Eastern Lebanon County |
| 38-05-3 | Northern Lebanon |
| 38-06-2 | Lebanon |
| 38-01-3 | Palmyra Area |

## Intermediate Unit 14

| | |
|---|---|
| 06-10-3 | Antietam |
| 06-01-3 | Boyertown Area |
| 06-02-3 | Brandywine Heights Area |
| 06-03-3 | Conrad Weiser Area |
| 06-04-3 | Daniel Boone Area |
| 06-05-3 | Exeter Township |
| 06-06-3 | Fleetwood Area |
| 06-07-3 | Governor Mifflin |
| 06-08-3 | Hamburg Area |
| 06-09-3 | Kutztown Area |
| 06-11-3 | Muhlenberg Township |
| 06-12-3 | Oley Valley |
| 06-13-2 | Reading |
| 06-14-3 | Schuylkill Valley |
| 06-15-3 | Tulpehocken Area |
| 06-16-3 | Twin Valley |
| 06-18-3 | Wilson |
| 06-17-3 | Wyomissing Area |

## Intermediate Unit 15

| | |
|---|---|
| 21-01-3 | Big Spring |
| 21-02-3 | Camp Hill |
| 21-03-3 | Carlisle Area |
| 21-04-3 | Cumberland Valley |
| 21-05-3 | East Pennsboro Area |
| 21-06-3 | Mechanicsburg Area |
| 21-07-3 | Shippensburg Area |
| 21-08-3 | South Middleton |
| 21-09-2 | West Shore |
| 22-04-2 | Central Dauphin |
| 22-09-3 | Derry Township |
| 22-07-4 | Halifax Area |
| 22-10-2 | Harrisburg City |
| 22-05-3 | Lower Dauphin |
| 22-03-3 | Middletown Area |
| 22-02-3 | Millersburg Area |
| 22-06-3 | Steelton-Highspire |
| 22-08-3 | Susquehanna Township |
| 22-01-3 | Upper Dauphin Area |

## Intermediate Unit 15 (Cont'd)

| | |
|---|---|
| 50-04-4 | Greenwood |
| 50-03-3 | Newport |
| 50-02-3 | Susquenita |
| 50-01-3 | West Perry |
| 67-07-3 | Northern York County |

## Intermediate Unit 16

| | |
|---|---|
| 19-01-4 | Benton Area |
| 19-02-3 | Berwick Area |
| 19-03-3 | Bloomsburg Area |
| 19-04-3 | Central Columbia |
| 19-05-4 | Millville Area |
| 19-06-3 | Southern Columbia Area |
| 47-01-3 | Danville Area |
| 49-04-3 | Line Mountain |
| 49-02-3 | Milton Area |
| 49-06-3 | Mount Carmel Area |
| 49-05-3 | Shamokin Area |
| 49-03-3 | Shikellamy |
| 49-01-3 | Warrior Run |
| 55-01-3 | Midd-West |
| 55-02-3 | Selinsgrove Area |
| 60-01-3 | Lewisburg Area |
| 60-02-3 | Mifflinburg Area |

## Intermediate Unit 17

| | |
|---|---|
| 08-06-3 | Athens Area |
| 08-04-3 | Canton Area |
| 08-02-4 | Northeast Bradford |
| 08-07-3 | Sayre Area |
| 08-01-3 | Towanda Area |
| 08-05-3 | Troy Area |
| 08-03-3 | Wyalusing Area |
| 41-01-3 | East Lycoming |
| 41-07-3 | Jersey Shore Area |
| 41-08-3 | Loyalsock Township |
| 41-03-3 | Montgomery Area |
| 41-04-3 | Montoursville Area |
| 41-02-3 | Muncy |
| 41-05-3 | South Williamsport Area |
| 41-06-2 | Williamsport Area |
| 57-01-3 | Sullivan County |
| 59-01-3 | Northern Tioga |
| 59-02-3 | Southern Tioga |
| 59-03-3 | Wellsboro Area |

## Intermediate Unit 18

| | |
|---|---|
| 40-010-4-5 | Ashley Borough |
| 40-030-4-1 | Bear Creek Township |
| 40-050-4-1 | Buck Township |
| 40-07-3 | Crestwood |
| 40-03-3 | Dallas |
| 40-08-3 | Greater Nanticoke Area |
| 40-300-3-3 | Hanover Township |
| 40-10-2 | Hazleton Area |
| 40-430-4-7 | Laflin Borough |
| 40-02-3 | Lake-Lehman |
| 40-470-4-1 | Laurel Run Borough |
| 40-01-3 | Northwest Area School District of Luzerne County |
| 40-05-3 | Pittston Area |
| 40-660-3-3 | Plains Township |
| 40-750-4-5 | Sugar Notch Borough |
| 40-790-4-1 | Warrior Run Borough |
| 40-850-1-3 | Wilkes-Barre City |
| 40-870-4-3 | Wilkes-Barre Township |
| 40-04-3 | Wyoming Area |
| 40-06-2 | Wyoming Valley West |
| 66-01-3 | Tunkhannock Area |

## Intermediate Unit 19

| | |
|---|---|
| 35-03-3 | Abington Heights |
| 35-04-3 | Carbondale Area |
| 35-05-3 | Dunmore |
| 35-08-3 | Lakeland |
| 35-06-3 | Mid Valley |
| 35-09-3 | North Pocono |
| 35-10-3 | Old Forge |
| 35-07-3 | Riverside |
| 35-01-2 | Scranton City |
| 35-02-3 | Valley View |
| 58-01-3 | Blue Ridge |
| 58-02-4 | Elk Lake |
| 58-03-3 | Forest City Regional |
| 58-04-3 | Montrose Area |
| 58-05-3 | Mountain View |
| 58-06-3 | Susquehanna Community |
| 64-02-3 | Wallenpaupack Area |
| 64-01-3 | Wayne Highlands |
| 64-03-3 | Western Wayne |
| 66-02-3 | Lackawanna Trail |

## Intermediate Unit 20

| | |
|---|---|
| 45-03-3 | East Stroudsburg Area |
| 45-01-4 | Pleasant Valley |
| 45-02-3 | Pocono Mountain |
| 45-04-3 | Stroudsburg Area |
| 48-01-3 | Bangor Area |
| 48-08-2 | Bethlehem Area |
| 48-05-2 | Easton Area |
| 48-03-3 | Nazareth Area |
| 48-04-3 | Northampton Area |
| 48-02-3 | Pen Argyl Area |
| 48-07-3 | Saucon Valley |
| 48-06-3 | Wilson Area |
| 52-01-3 | Delaware Valley |

## Intermediate Unit 21

| | |
|---|---|
| 13-03-3 | Jim Thorpe Area |
| 13-02-3 | Lehighton Area |
| 13-01-3 | Palmerton Area |
| 13-04-3 | Panther Valley |
| 13-05-4 | Weatherly Area |
| 39-01-2 | Allentown City |
| 39-02-3 | Catasauqua Area |
| 39-03-3 | East Penn |
| 39-04-3 | Northern Lehigh |
| 39-05-3 | Northwestern Lehigh |
| 39-06-3 | Parkland |
| 39-07-3 | Salisbury Township |
| 39-08-3 | Southern Lehigh |
| 39-09-3 | Whitehall-Coplay |

## Intermediate Unit 22

| | |
|---|---|
| 09-12-3 | Bensalem Township |
| 09-11-3 | Bristol Borough |
| 09-10-2 | Bristol Township |
| 09-06-2 | Centennial |
| 09-04-3 | Central Bucks |
| 09-05-3 | Council Rock |
| 09-09-3 | Morrisville Borough |
| 09-07-2 | Neshaminy |
| 09-13-4 | New Hope-Solebury |
| 09-01-3 | Palisades |
| 09-03-3 | Pennridge |
| 09-08-2 | Pennsbury |
| 09-02-3 | Quakertown Community |

## Intermediate Unit 23

| | |
|---|---|
| 46-03-2 | Abington |
| 46-22-4 | Bryn Athyn Borough |
| 46-05-2 | Cheltenham Township |
| 46-08-2 | Colonial |
| 46-11-3 | Hatboro-Horsham |
| 46-04-3 | Jenkintown |
| 46-07-2 | Lower Merion |
| 46-02-3 | Lower Moreland Townsip |
| 46-13-3 | Methacton |
| 46-14-2 | Norristown Area |
| 46-12-2 | North Penn |
| 46-21-3 | Perkiomen Valley |
| 46-20-3 | Pottsgrove |
| 46-19-3 | Pottstown |
| 46-06-3 | Springfield Township |
| 46-17-3 | Souderton Area |
| 46-16-3 | Spring-Ford Area |
| 46-10-3 | Upper Dublin |
| 46-15-3 | Upper Merion Area |
| 46-01-3 | Upper Moreland Township |
| 46-18-3 | Upper Perkiomen |
| 46-09-3 | Wissahickon |

## Intermediate Unit 24

| | |
|---|---|
| 15-11-3 | Avon-Grove |
| 15-05-2 | Coatesville Area |
| 15-04-3 | Downingtown Area |
| 15-12-3 | Great Valley |
| 15-10-3 | Kennett Consolidated |
| 15-06-3 | Octorara Area |
| 15-01-3 | Owen J. Roberts |
| 15-02-3 | Oxford Area |
| 15-03-3 | Phoenixville Area |
| 15-07-3 | Tredyffrin-Easttown |
| 15-09-3 | Unionville-Chadds Ford |
| 15-08-2 | West Chester Area |

## Intermediate Unit 25

| | |
|---|---|
| 23-015-4-5 | Aldan Borough |
| 23-120-1-3 | Chester City |
| 23-135-4-1 | Chester Township |
| 23-13-3 | Chichester |
| 23-165-3-3 | Clifton Heights Borough |
| 23-180-2-3 | Collingdale Borough |
| 23-195-4-5 | Colwyn Borough |

## Intermediate Unit 25 (Cont'd)

| | |
|---|---|
| 23-225-2-5 | Darby Borough |
| 23-240-2-3 | Darby Township |
| 23-270-4-5 | East Lansdowne Borough |
| 23-315-3-3 | Folcroft Borough |
| 23-15-3 | Garnet Valley |
| 23-330-3-5 | Glenolden Borough |
| 23-02-2 | Haverford Township |
| 23-390-2-5 | Lansdowne Borough |
| 23-09-3 | Marple Newtown |
| 23-495-4-1 | Millbourne Borough |
| 23-540-2-3 | Nether Providence Township |
| 23-555-3-5 | Norwood Borough |
| 23-600-2-3 | Penn Delco Union (M) |
| 23-615-3-5 | Prospect Park Borough |
| 23-01-3 | Radnor Township |
| 23-07-2 | Ridley |
| 23-10-3 | Rose Tree Media |
| 23-705-2-3 | Sharon Hill Borough |
| 23-08-3 | Springfield |
| 23-735-2-3 | Swarthmore-Rutledge Union |
| 23-750-4-5 | Tinicum Township |
| 23-795-4-1 | Upland Borough |
| 23-825-1-3 | Upper Darby Township |
| 23-855-3-3 | Yeadon Borough |

## Intermediate Unit 26

| | |
|---|---|
| 51-01-1 | Philadelphia City |

## Intermediate Unit 27

| | |
|---|---|
| 04-09-3 | Aliquippa Borough |
| 04-012-2-3 | Ambridge Area (M) |
| 04-040-3-3 | Baden-Economy (U) |
| 04-04-3 | Beaver Area |
| 04-02-3 | Big Beaver Falls Area |
| 04-01-3 | Blackhawk |
| 04-120-2-3 | Center Township |
| 04-12-3 | Freedom Area |
| 04-330-3-3 | Harmony Township |
| 04-08-3 | Hopewell Area |
| 04-06-3 | Midland Borough |
| 04-03-3 | Monaca |
| 04-14-3 | New Brighton Area |
| 04-15-3 | Northeastern Beaver County |
| 04-694-4-1 | Potter Township |
| 04-13-3 | Rochester Area |
| 04-16-4 | South Side Area |
| 04-05-3 | Western Beaver County |

## Intermediate Unit 28

| | |
|---|---|
| 03-02-3 | Apollo-Ridge |
| 03-01-2 | Armstrong |
| 03-03-3 | Freeport Area |
| 03-04-3 | Leechburg Area |
| 32-02-3 | Blairsville-Saltsburg |
| 32-03-3 | Homer-Center |
| 32-05-3 | Indiana Area |
| 32-07-3 | Marion Center Area |
| 32-04-3 | Penns Manor Area |
| 32-06-3 | Purchase Line |
| 32-01-3 | United |

## Intermediate Unit 29

| | |
|---|---|
| 54-04-3 | Blue Mountain |
| 54-11-3 | Mahanoy Area |
| 54-06-3 | Minersville Area |
| 54-09-3 | North Schuylkill |
| 54-01-3 | Pine Grove Area |
| 54-07-3 | Pottsville Area |
| 54-08-3 | Saint Clair Area |
| 54-05-3 | Schuylkill Haven Area |
| 54-10-3 | Shenandoah Valley |
| 54-12-3 | Tamaqua Area |
| 54-03-3 | Tri-Valley |
| 54-02-3 | Williams Valley |

STATE DATES TO REMEMBER

July 1970

Compute proportionate vote for each school board member of each component school district within the several intermediate units.

September 1970

Issue call letters for convention to select original intermediate unit board of directors.

September 1970 and annually thereafter

Prepare state budget estimate for the operation of the system of intermediate units and submit to Governor.

January 1971 and annually thereafter

Compute and notify each intermediate unit of its:

1. WADM for the previous year's operation.
2. Aid ratio for the subsequent year's operation.
3. Weight factor for each intermediate unit.
4. Statewide weight factor.
5. Dollar value per weight factor of subsequent year's operation.
6. Allocation of state's share for general operation for each unit.
7. Total state funds available for lease reimbursement.

March 1971 and annually thereafter

Compute and report to each intermediate unit the proportionate vote applicable to the annual April convention of school directors of each intermediate unit.

April 1971 and annually thereafter

1. Receive, review and approve intermediate unit general operation budgets.
2. Receive for review and approval intermediate unit lease agreements.

May 1971 and annually thereafter

Notify each intermediate unit of the estimated amount payable based on its approved general operation budget.

July 1971 and annually thereafter

Pay over to the treasurer of each intermediate unit, one-half of the estimated amount based on the approved general operation budget.

November 1971 and annually thereafter

Withhold from the November subsidies payable to component school districts, the school districts' prorata share of the general operation budget amount in excess of the state's share.

December 1971 and annually thereafter

Pay to the treasurer of each unit the adjusted second half of the approved budgeted amount.

DEPARTMENT OF EDUCATION CONTACTS

Intermediate unit staff and intermediate unit boards of directors may contact the following staff of the Department of Education for assistance, guidance and counsel in the areas listed:

1. Allocations, budget approval, aid ratios:

   Paul L. Bark, Director
   Bureau of School Administrative Services
   Area Code 717 787-3195

2. General operation budget and audits, general operation payments:

   Mervin E. Manning, Assistant Comptroller
   Bureau of School Accounting and Subsidies
   Area Code 717 787-5805

3. Special Education Programs:

   Dr. William F. Ohrtman, Director
   Bureau of Special Education
   Area Code 717 787-1360

4. Area Vocational-Technical Schools:

   Dr. John W. Struck, Director
   Bureau of Vocational, Technical and Continuing Education
   Area Code 717 787-5530

5. Instructional Materials Service:

   Dr. Nile D. Coon, Director
   Bureau of Instructional Services
   Area Code 717 787-5640

6. Curriculum Development Programs:

   John L. Kennedy, Director
   Bureau of Curriculum Development and Program Evaluation
   Area Code 717 787-3976

7. General and Academic Programs:

   Dr. John E. Kosoloski, Director
   Bureau of General and Academic Education
   Area Code 717 787-7808

8. Pupil Personnel Services:

   Arthur L. Glenn, Director
   Bureau of Guidance and Pupil Personnel Services
   Area Code 717 787-7616

9. Management Services:

   Walter Heckman, Chief
   School District Administration
   Area Code 717 787-6364